

## ASSIGNMENT 1

Textbook Assignment: "Public Works Transportation Shop's Supervisor," pages 1-1 through 1-14.

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| <p>1-1. In your work as a PW transportation shop supervisor, you will come in contact with which of the following personnel?</p> <ol style="list-style-type: none"><li>1. Mechanics</li><li>2. Military and civilian equipment operators</li><li>3. Officers to whom you are responsible</li><li>4. All of the above</li></ol> <p>1-2. What statement best describes the work of a public works transportation maintenance shop?</p> <ol style="list-style-type: none"><li>1. The bulk of the work is of a one-time nature</li><li>2. Much of the work is of a continuing nature</li><li>3. The work is usually done by military personnel</li><li>4. Work methods are the same as those used in a battalion equipment maintenance shop</li></ol> <p>1-3. Civil service personnel are employed in a PW transportation shop for what purpose?</p> <ol style="list-style-type: none"><li>1. To meet job demands of the civilian community</li><li>2. To provide experienced personnel who can be drafted in war</li><li>3. To ensure continuity of service</li></ol> <p>1-4. The physical layout of a maintenance branch mechanic shop may be found in which of the following NAVFAC publications?</p> <ol style="list-style-type: none"><li>1. P-300</li><li>2. P-433</li><li>3. P-437</li><li>4. P-458</li></ol> | <p>1-5. Respectively, the transportation division director reports directly to what person in the chain of command?</p> <ol style="list-style-type: none"><li>1. The base commanding officer</li><li>2. The public works officer</li><li>3. The transportation officer</li></ol> <p>1-6. Within the maintenance branch, who makes the final decision of individual personnel assignments?</p> <ol style="list-style-type: none"><li>1. The public works officer</li><li>2. The division director</li><li>3. The base commanding officer</li></ol> <p>1-7. In planning equipment required for the PW center, what person functions as a technical advisor?</p> <ol style="list-style-type: none"><li>1. The equipment operations general foreman</li><li>2. The production control supervisor</li><li>3. The transportation director</li><li>4. The equipment maintenance general foreman</li></ol> <p>1-8. When the transportation director is absent, who is in charge?</p> <ol style="list-style-type: none"><li>1. The production control supervisor</li><li>2. The manager of the equipment branch</li><li>3. The maintenance and repair foreman</li><li>4. The construction and specialized equipment shop foreman</li></ol> <p>1-9. To maintain a balanced work flow, which of the following individuals coordinates work with other activities and departments?</p> <ol style="list-style-type: none"><li>1. The manager of the maintenance branch</li><li>2. The division director</li><li>3. The shop supervisor</li></ol> |
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1-10. The production control supervisor is responsible for receiving, inspecting, and classifying all new and used equipment. This supervisor must also make which of the following determinations?

1. The number of vehicles required for the activity
2. The parts and tools needed to support this equipment during its life cycle
3. The budgetary requirements for the maintenance division
4. The work load for the transportation department

1-11. Who is responsible for scheduling the work load for the various centers of the transportation department?

1. The maintenance and repair foreman
2. The manager of the equipment branch
3. The production control supervisor
4. The construction and specialized equipment shop foreman

IN ANSWERING QUESTIONS 1-12 THROUGH 1-16, SELECT FROM THE COLUMN B THE SUPERVISOR WHO IS RESPONSIBLE FOR THE DUTY IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

A. DUTIES

B. SUPERVISORS

1-12. Supervises the tire shop, body and paint shop, and battery shop

1. Transportation director

2. production control supervisor

1-13. Exercises full managerial and administrative responsibility of the PW transportation activity

3. Maintenance and repair foreman

4. Construction and specialized equipment shop foreman

1-14. Issues and enforces safety practices and fire regulations

1-15. Maintains shop backlog records and vehicle history files

1-16. Supervises the machine shop

1-17. The construction equipment shop foreman has all except which of the following responsibilities?

1. Technical supervision of the work center
2. Analyzing and interpreting SROs
3. Issuing and enforcing safety practices and fire regulations
4. Maintenance, repair, and major overhaul of specialized equipment

1-18. What is the most important phase of preventive maintenance?

1. Scheduled command inspections
2. Unscheduled inspections
3. Scheduled, periodic preventive maintenance
4. Unscheduled periodic preventive maintenance

- 1-19. What is the first line of defense against equipment wear, failure, and damage?
1. Unscheduled periodic inspections
  2. Scheduled command inspections
  3. Daily inspections by the equipment operators
  4. Minor repairs made by the mechanics
- 1-20. Your maintenance shop has noted that the operators are not properly performing daily PM on their equipment. To set up training periods, you should consult with whom?
1. The equipment operator
  2. The equipment operation branch foreman
  3. The maintenance shop inspector
  4. The production control supervisor
- 1-21. When a public works station is short of personnel, what person is responsible for performing service station maintenance?
1. The operator
  2. The mechanic
  3. The yard boss
  4. The dispatcher
- 1-22. Your personnel should inspect vehicles for safety and serviceability at intervals not to exceed 12 months or what maximum number of miles?
1. 10,000 miles
  2. 12,000 miles
  3. 14,000 miles
  4. 16,000 miles
- 1-23. When, if ever, should the safety and serviceability inspections be performed at the same time?
1. When it reduces downtime
  2. When it conserves funding
  3. Never, they are always performed separately
- 1-24. Vehicle safety deficiencies were discovered during a safety inspection. When should the deficiencies be corrected?
1. When funds are available
  2. During the next PM
  3. Before the vehicle becomes operational
  4. Immediately
- 1-25. Unscheduled maintenance is limited to those items reported or confirmed deficient by which of the following personnel?
1. The shop supervisor
  2. The inspector
  3. Both 1 and 2 above
  4. The operator
- 1-26. The cost control system provides a means for comparing the actual performance of maintenance work on transportation equipment to the hourly standards established by what means?
1. The man-hours accumulated in the use of the equipment
  2. The equipment manufacturers and the Naval Facilities Engineering Command
  3. The past work records
  4. The volume of work done
- 1-27. In the cost control system, which of the following costs are charged to allotments and appropriations?
1. Indirect labor and material costs of equipment maintenance and operations
  2. Direct labor and material costs of equipment maintenance and operations
  3. Costs of building maintenance, shop stores, and utilities
  4. All of the above

- 1-28. Reports required by supervisors to pinpoint deficient areas of operation are prepared by which of the following individuals?
1. The shop supervisor
  2. The accountable fiscal officer
  3. The division director
  4. The assistant public works officer
- 1-29. Transportation management reports include data for comparing actual maintenance costs and standard maintenance costs.
1. True
  2. False
- 1-30. Figure 1-2 in your textbook is an example of a Shop Repair Order. Such an order is used for recording which of the following information?
1. The cost of repairs
  2. The materials used
  3. The hours required to do the work
  4. Each of the above
- 1-31. The extent of the services a PW maintenance shop provides in maintaining, repairing, or overhauling an activity's automotive equipment depends on which of the following factors?
1. Economics
  2. Distance of the activity from commercial repair shops
  3. Size of the activity
  4. Each of the above
- 1-32. The cost of repair services by the preventive maintenance shop must be justified when the nature of the work is classified.
1. True
  2. False
- 1-33. Guidance for equipment preservation is contained in what NAVFAC publication?
1. P-437
  2. P-434
  3. P-405
  4. P-458
- 1-34. The level of preservation to be applied to construction equipment depends on which of the following factors?
1. Information received as to how the equipment is to be handled, shipped, and stored
  2. Conditions to which the equipment will be subjected during its storage period before issue
  3. Physical characteristics of the equipment
  4. Each of the above
- 1-35. Before applying preservatives to CESE, which of the following actions must you take?
1. Repair the vehicle
  2. Remove all corrosion and contaminants
  3. Repaint the vehicle
  4. Notify the safety officer
- 1-36. What single cleaning method, if any, is the best for all equipment?
1. Steam cleaning
  2. Fresh water washing
  3. Solvent wipe down
  4. None
- 1-37. Steam cleaning is suitable for the removal of which of the following substances?
1. Tar
  2. Heavy grease
  3. Road deposits
  4. All of the above

1-38. Active storage equipment must be operated for short periods of time at regular intervals to keep it in serviceable condition.

1. True
2. False

1-39. When depreserving stored equipment before it is operated, you should take all except which of the following actions?

1. Remove seals and closures
2. Remove preservatives with abrasives
3. Lubricate the movable parts of the equipment
4. Reinstall the components removed for storage

1-40. In addition to safety inspection regulations, what rule applies to vehicle inspection and servicing?

1. Perform as prescribed by the manufacturer
2. Perform as often as mechanics are available
3. Perform as little as possible to keep the cost down
4. Perform as prescribed by the dealers

1-41. At a public works department, the PM schedule for a vehicle is determined by dividing the estimated miles and hours by what factor?

1. That of 40 workdays
2. The manufacturer's recommended service interval
3. The number of workdays per year

IN ANSWERING QUESTION 1-42, REFER TO FIGURE 1-4 IN THE TEXT.

1-42. The emissions control devices should be serviced at what maximum number of miles?

1. 1,000 miles
2. 2,000 miles
3. 6,000 miles
4. 12,000 miles

1-43. Direct labor is the only factor to be considered when maintaining a work load control board.

1. True
2. False

1-44. Which of the following means may be used by a maintenance shop to display the work load status effectively?

1. A work load control board
2. Equipment repair orders
3. Shop repair orders
4. A vehicle/construction equipment service record

1-45. When standard hours are compared with actual man-hours, which of the following factors is indicated?

1. Shortage of funding
2. Possible lack of training for personnel
3. Both 1 and 2 above
4. Shortage of tools

1-46. A public works department may have a contract repair parts supplier to increase availability.

1. True
2. False

1-47. In an undermanned public works station, the supervisor may need to take which of the following actions to keep up with the maintenance and repair schedule?

1. Hire additional personnel
2. Use commercial contractors
3. Extend working hours
4. Each of the above

1-48. In ordering work to be performed by commercial contractors, you should use what form?

1. DD Form 1155
2. Standard Form 120
3. NAVFAC Form 9-11200/3A

- 1-49. After the inspector adds the labor rate, contract number, order number, and accounting data, the shop repair order is forwarded to what person?
  1. The division director
  2. The shop supervisor
  3. The contracting officer
  4. The public works officer
- 1-50. Upon completion of contract repairs, what should the shop dispatcher do with the custody receipt?
  1. File it for 90 days
  2. Route it to the maintenance shop
  3. Destroy it
  4. Return it to the contractor
- 1-51. The DD Form 1155 should be filed in the equipment history jacket for what period of time?
  1. 90 days
  2. 6 months
  3. 1 year
  4. The life of the vehicle
- 1-52. The period of time a vehicle is warranted is found in what document or publication?
  1. The procurement contract
  2. The NAVFAC P-300
  3. In COMCBPAC/COMCBLANTINST 11200.1 series
- 1-53. Equipment deficiencies should be noted on which of the following forms?
  1. SF 120
  2. SF 364
  3. SF 368
- 1-54. Procedures for submitting a quality deficiency report for a special operating unit of the Naval Construction Force may be found in which of the following NAVFAC publications?
  1. P-405
  2. P-300
  3. P-404
  4. P-434
- 1-55. If action has been completed correcting an equipment deficiency, a quality deficiency report is not required.
  1. True
  2. False
- 1-56. Regardless of warranty coverage, which of the following actions should you take with CESE that have design deficiencies affecting safe operation?
  1. Remove the CESE from service immediately
  2. Report the deficiencies to CBC, Port Hueneme (Code 155) by message
  3. Both 1 and 2 above
  4. Repair and return the CESE to service
- 1-57. Warranty repairs are normally completed by what means?
  1. A public works maintenance shop
  2. A franchised dealer
  3. Other government sources
- 1-58. The efficiency of a public works activity is normally increased after a visit by a representatives from what activity?
  1. TEMC
  2. CESO
  3. COMCBPAC
  4. COMCBLANT

- 1-59. Upon the departure of the visiting TEMC representative, he or she will submit a report to what individual person?
1. The division director
  2. The public works officer
  3. The commanding officer
- 1-60. For sites with more than 50 pieces of CESE, transportation assistance visits are made at what intervals?
1. Every year
  2. Every 18 months
  3. Every 2 years
  4. Every 4 years
- 1-61. When disposal of CESE is requested, you must submit what form to the cognizant TEMC?
1. SF-346
  2. SF-368
  3. SF-120
  4. SF-46
- 1-62. When CESE is turned in to DRMO, what is done with the vehicle history jacket?
1. It is destroyed
  2. It is turned in to DRMO with the equipment
  3. It is kept on file for 1 year
  4. It is sent to CBC, Port Hueneme, code 153
- 1-63. Special disposal instructions for ambulances and dental vehicles are contained in which of the following NAVFAC publications?
1. P-404
  2. P-405
  3. P-300
  4. P-437
- 1-64. After a disposal action is completed, what action, if any, should you take next?
1. Adjust the inventory records
  2. Notify the commanding officer
  3. Notify the division director
  4. None